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**From:** SCHOOL FINANCE [INBOX]  
**Sent:** Tuesday, August 14, 2007 10:54 AM  
**Subject:** STaR Team SAIS Bulletin No. 1 (FY08)

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Arizona Department of Education  
System Training and Response (STaR) Team  
<http://www.ade.az.gov/schoolfinance/star>

STaR Team Bulletin No. 1 (FY08) - Updates to the SAIS Information Series  
Tuesday, August 14, 2007

The SAIS Information Series on the STaR Team website has been updated with one new document:

- Document 17 - **Key Terminology** - This document is intended to enhance the process of communication between STaR Team staff members and our clients. It includes clarification of some of the key terms, abbreviations and acronyms used when discussing issues that relate to SAIS.

Additionally, documents 1-4, 6 and 9 have been updated/revised to include new SAIS requirements.

- Document 1 - **The Basic SAIS Transactions** - This document describes the information and rules regarding the use of seven basic SAIS transactions including transactions used to report student enrollment, withdrawal, readmission, year end status, summer withdrawal, absence and attendance. (Minor revisions.)
- Document 2 - **Upload/Download Procedures in SAIS** - This document provides basic step-by-step instructions for submitting (uploading) information to SAIS and retrieving (downloading) submission results and other ADE generated Student Detail Reports. (Formatting changes and additional information to clarify that certain recommended procedures may not apply to users of every student management system or those who use an automated upload process.)
- Document 3 - **The Student Detail Reports** - This document provides brief descriptions of each of the reports available for download from the Student Detail Data Interchange. Information is also included regarding when the reports are updated, the level at which they are available, the formats available for download and suggested viewing procedures. (Updated to include new reports placed into service in FY07.)
- Document 4 - **Understanding the SDADMS72 Report** - This document provides a full description of the content and suggested uses of the Student Detail Average Daily Membership System, Unadjusted Membership Report. (Minor revisions.)
- Document 6 - **Establishing a Routine for Managing SAIS Data that Affects Equalization Payments** - This document provides guidance for those who wish to establish procedures to ensure that the data they submit to SAIS that is used to calculate state funding for student membership, special education and English Language Learner program participation is complete, accurate and integrity error free in time for ADE end of month processing procedures. (Revised to focus only on managing data related to ADM, SPED and ELL.)
- Document 9 - **Defining First Day of Membership** - Based on a guideline change effective in fiscal year 2007, this document describes procedures for defining the first day of membership for all students whose membership must be reported to SAIS. (Minor revisions to categorize the information as an ADE guideline. No substantive changes to rules or procedures.)

*Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at <http://www.ade.az.gov/schoolfinance/star/> and click on "Request for SAIS Training and Assistance."*